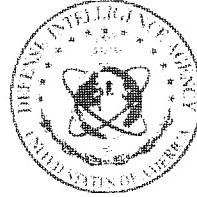


DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100



FAC-2C

November 19, 2019

Emma Best  
MuckRock News  
Somerville, Massachusetts 02144-2516

Dear Ms. Best:

This letter references your Freedom of Information Act (FOIA) request FOIA-00225-2019 dated May 21, 2019, which we received on May 23, 2019, and is an interim response. You requested:

- **Documents generated as part of the creation of the FOIA office to include:**
  - The instruction to do so from the Agency, as well as any guidance from the senior leadership
  - Documents discussing proposals and procedures
  - Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
  - Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and it's creation

Please use your case number on all future correspondence with us regarding your request.

At this stage of processing your request, we can provide an estimated date of completion, which currently is estimated to be September 30, 2020, based on our current analysis and assessment of your request as complex. As further processing of your request continues, for multiple possible reasons, your case officer may be required to otherwise update you with a new estimated completion date, and at that time, we will provide you with a further interim response.

Generally, complex requests typically seek a high volume of material or require additional steps to process, such as the need to search for records in multiple locations or the need to collaborate with multiple agencies. In comparison, a simple request can usually be processed faster than one that is complex. Simple requests are typically more targeted and seek fewer pages of records.

Please remember that an estimated date of completion is only an estimate based on the available information your case officer has at the time of this letter; your estimated completion date is subject to change. Requests that are initially assessed as complex often encounter further handling, coordination, or other delays as processing continues. Additionally, please remember that we typically process requests in the order of receipt and that our backlog currently is in excess of 1,600 requests. The time it takes to respond to a request will vary depending on the complexity of the request and any backlog of requests already pending. If your request is complex, a case officer may contact you to discuss options for expediting your request, including: (I) narrowing the scope or focus of your request or increasing its specificity; (II) specifically describing record(s) you are looking for with additional descriptive details; and (III) including specific event-related information.

For questions regarding your request and the current estimated completion date, please reference your case number and contact our FOIA Requester Service Center (email is preferred):

EMAIL: [FOIA@dodiis.mil](mailto:FOIA@dodiis.mil)

(for EMAIL, please include in SUBJECT LINE: ATTN/REF -FOIA-00225-2019)

TEL: 301-394-5587 (please reference your case number, so your message can be passed to the appropriate case officer)

DIA's FOIA website is: <https://www.dia.mil/FOIA>

If you call, please leave a message with our FOIA Requester Service Center or our FOIA Public Liaison that includes:

- Your Name
- Your contact information (telephone, email, address)(email is preferred)
- Your Case #
- Brief reason for your call

A case officer will contact you as soon as possible after gathering information that may assist with your inquiry.

We regret that there is currently a substantial delay in processing requests and solicit your patience and understanding. We will process your request as soon as possible.

Sincerely,



Steven W. Tumiski  
Chief, Records Management and Information Services